

## BOARD OF PARDONS AND PAROLES JOB DESCRIPTION

POSITION TITLE: LEGAL ASSISTANT III -  
Assistant to the General Counsel

SALARY GROUP: B19

DEPARTMENT: Board of Pardons and Paroles

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**CERTIFICATION:** I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bettie L. Wells DATE: 8/03/2015

POSITION #: 064055

## I. JOB SUMMARY

Performs highly complex legal assistant work. Work involves coordinating legal activities; researching, analyzing, investigating, and drafting legal documents; assisting attorneys with case management; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

## II. ESSENTIAL FUNCTIONS

- A. Performs electronic legal research and prepares briefing papers regarding state and federal litigation against members of the Board of Pardons and Paroles, parole commissioners, and board employees; prepares, coordinates, and organizes case files; develops and maintains a litigation and opinion tracking system; and responds to requests from the Office of the Attorney General regarding lawsuit information to include discovery requests.
- B. Coordinates and assists in analyzing state and federal writs of habeas corpus; responds to requests from the District Attorney's Office and Office of the Attorney General for assistance and information on state and federal writs of habeas corpus; and develops and maintains state and federal writs of habeas corpus.
- C. Formulates and prepares reports, correspondence, and other legal documents; researches and analyzes legal sources to include statutes, case law, administrative records, opinions, articles, and various rules and regulations; and prepares legal briefs and legal memorandums on issues to include but not limited to, criminal cases, state and national death penalty and clemency-related court cases, and parole laws and cases.
- D. Performs legal research relating to Motion to Reopen Hearings requests, correspondence, and other related issues; conducts investigations; prepares chronologies; prepares factual and legal summaries; and explains previously interpreted laws, rules, regulations, and agency policies and procedures.
- E. Supervises the work of others.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Law, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning legal work or legal research experience.  
  
Graduation from a course study for legal assistants or paralegals approved by the National Association for Legal Assistants, American Bar Association, or American Association for Paralegal Education may be substituted for the required two years of legal work or legal research experience.
3. Experience in the supervision of employees preferred.
4. Litigation support work experience preferred.
5. Experience in the use of LexisNexis, Westlaw, or equivalent legal research software programs preferred.

**B. Knowledge and Skills**

1. Knowledge of legal terminology and electronic research methods and techniques.
2. Knowledge of legal and court procedures in Texas.
3. Knowledge of local, state, and federal laws and regulations affecting legal operations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.

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8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill to conduct legal research and investigations.
12. Skill to read, evaluate, and relate findings in cases.
13. Skill in the use of LexisNexis, Westlaw, or equivalent legal research software programs.
14. Skill to supervise others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, recording and transcription equipment, telephone, and automobile.